

APPLICATION FORM

APPLICATION DETAILS

NAME OF ACADEMY :

ROLE APPLIED FOR :

STAFF GROUP : ☐ SENIOR LEADERSHIP ☐ TEACHER ☐ SUPPORT STAFF

PERSONAL INFORMATION

Title and Full Name :

Any previous surnames :

Home address: :

Telephone Number (where we can best contact you) :

Email Address (where we can best contact you) :

ELIGIBILITY

Place of Citizenship :

Eligible to work in the UK : ☐ Yes ☐ No

National Insurance Number :

Do you have any relationship with any current staff member of the EKC Schools Trust : ☐ Yes ☐ No

If 'Yes' please give details :

DETAILS OF CURRENT/MOST RECENT EMPLOYMENT

Job Title :

Organisation Name and Address :

Salary :

Dates from and to : From To

**Please provide an outline of your key areas of responsibility and roles in your current/last employment:
If applying for a senior leadership position please include leadership duties.**

EMPLOYMENT HISTORY

Job Title and Salary	Organisation	Dates From and To

Please ensure you complete your full employment history and explain any gaps in your employment in the box below

Date From	Date To	Explanation for gap in employment

EDUCATION HISTORY

Please indicate if you have Qualified Teacher Status

:

☐

Yes

☐

No /NA for support staff positions

Name of Awarding Institution	Qualification Obtained	Date

Name of Organisation	Years Attended (to-from)	Any Qualifications achieved and grades

PERSONAL STATEMENT

Please provide in the box below a personal statement outlining your suitability, skills and experience for this role. Please refer to the job description and person specification. Applicants for leadership positions should include reference to leadership skills and the impact you have had in your previous position(s).

OTHER HOBBIES AND INTERESTS

Please indicate in the box below any other information you wish to provide including how you spend your free time and look after your wellbeing.

REFERENCES

Please provide details of your current/most recent employer) and one other professional reference.

Reference 1

Title and Full Name	:	<input type="text"/>
Relationship to you	:	<input type="text"/>
Address:	:	<input type="text"/>
Telephone Number	:	<input type="text"/>
Email Address	:	<input type="text"/>

Please indicate if we may contact your referee prior to interview: : ☐ Yes ☐ No

Reference 2

Title and Full Name	:	<input type="text"/>
Relationship to you	:	<input type="text"/>
Address:	:	<input type="text"/>
Telephone Number	:	<input type="text"/>
Email Address	:	<input type="text"/>

Please indicate if we may contact your referee prior to interview: : ☐ Yes ☐ No

DECLARATIONS

Are you aware of any matter, which may call into question your integrity as an employee or bring you, the Academy or EKC Schools Trust into dispute? : ☐ Yes ☐ No

If 'Yes' please provide details :

Is there any reason why you are not a suitable applicant to work with children? : ☐ Yes ☐ No

If 'Yes' please provide details :

Declaration of Previous Convictions

All posts at EKC Schools Trust are exempt from the rehabilitation of Offenders Act 1974 and applicants should be aware that the College will request an enhanced check through the Disclosure and Barring Service when a job offer is made (known as a DBS check). All applicants are required to complete the Criminal Record Declaration below to indicate whether or not they have any criminal convictions, spent or unspent.

The EKC Schools Trust is defined as an 'establishment' under the Disclosure and Barring Service guidelines, all posts are subject to an enhanced DBS check. If you have any convictions that prevent you from working with children, young persons or vulnerable adults, it is a criminal offence to apply for a position with us. The only exception to this requirement is that applicants do not need to disclose any 'protected' cautions or convictions as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

We will not discriminate unfairly against applicants with a criminal record. Where an individual has disclosed a conviction in their application, or a conviction is revealed through a Disclosure, a discussion will take place with the applicant regarding the nature of the offence and its relevance to the position.

FAILURE TO REVEAL INFORMATION RELATING TO SPENT OR UNSPENT CONVICTIONS, CAUTIONS, WARNINGS AND REPRIMANDS COULD LEAD TO WITHDRAWAL OF AN OFFER OF EMPLOYMENT/TERMINATION OF EMPLOYMENT.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? : ☐ Yes ☐ No

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? : ☐ Yes ☐ No

If you answered 'Yes' above please provide details these overleaf.

DECLARATIONS - FURTHER DETAILS

If answered 'Yes' to having unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 OR 'Yes' to having any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 on the previous page, please detail these below.

PROTECTING PERSONAL INFORMATION

By submitting your application, you understand that your personal information will be available to the EKC Schools Trust and the Academy you are applying to. We will not share your data with anyone outside of the organisation but we will keep your information on file for the period of time we are required to in accordance with employment law.

The EKC Schools Trust will also contact you via email or telephone on the information you have provided to us.

COMMITMENT TO EQUAL OPPORTUNITIES

We value the diversity of our workforce and welcome applications from all sectors of the community. To ensure that our recruitment procedures operate in such a way as to provide genuine equality of opportunity and for no other reason, it would be helpful if you would assist us in this process by completing the questions below. Your application will receive exactly the same consideration irrespective of your decision to give answers to all these questions.

Age -

Disability -

Disability is defined as a physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities which has lasted or is likely to last for at least 12 months or is a specified medical condition.

EKC Schools Trust is committed to equal opportunities and celebrates the diversity of staff and students. As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for a vacancy.

STATEMENT OF CONFIRMATION

Please be advised that online searches will be conducted on all shortlisted applicants as part of the Trust's due diligence as outlined in Section 10 of our Recruitment Policy.

Please confirm the information you have provided is factual and accurate. If any information is found to be false following appointment, employment will be terminated.

In submitting this application I confirm that all the information in this application is factually accurate

Name :

Date: :

Statement of Confirmation continued:

If you are invited to interview you will be asked to sign your application form on arrival.

Signature :